

The Dark Energy Survey Collaboration



DARK ENERGY
SURVEY

The Dark Energy Survey Membership Policy

3 December 2008

DES Membership Policy Committee

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The Dark Energy Survey Collaboration Membership Policy

3 December 2008

Preamble

This document defines the policy for admitting members and participants to the Dark Energy Survey Collaboration, hereafter the Collaboration. The purpose of this Policy is to create a framework that will enable the Collaboration to achieve the goals of the Survey and the Collaborating Institutions. The admission of new members will be based on the mutual understandings between each Collaborating Institution and the Management Committee and the needs of the Survey. Collaborating Institutions may propose additional members who can materially contribute to the unfilled needs for DES infrastructure tasks. If the Collaborating Institutions cannot fill those needs, the Management Committee may obtain both in-kind and cash contributions by admitting new Collaborating Institutions so that the work can be accomplished in a timely way.

The Collaboration

As of December 2007 the Collaboration consists of senior scientists from Fermilab; the University of Illinois at Urbana-Champaign; the University of Chicago; the Lawrence Berkeley National Laboratory; the National Optical Astronomy Observatory; the UK-DES Collaboration, a consortium of the University College London, University of Cambridge, University of Edinburgh, University of Portsmouth and the University of Sussex; the Spain-DES Collaboration, a consortium of the Institut d'Estudis Espacials de Catalunya, Institut de Fisica d'Altes Energies, CIEMAT-Madrid; the University of Michigan; the University of Pennsylvania; DES-Brazil, a consortium of Brazilian scientists; Argonne National Laboratory and the Ohio State University.

The Management Committee admitted these senior scientists to the Collaboration as Members and designated the aforementioned institutions and consortia as Collaborating Institutions. The Management Committee treats each consortium as a single institution. In addition to Members there are Participants in the Collaboration and they are typically students and post-doctoral scholars from the Collaborating Institutions who are mentored or sponsored by Members. The responsibilities and privileges of Members, Participants and Collaborating Institutions are defined by the Membership Policy and their admission to the Collaboration is administered by the Management Committee in accordance with this Policy.

Many of the collaboration scientists have been engaged in the design, building and testing phases of the Dark Energy Survey since 2004. The start of the observation phase is expected to begin in the last quarter of 2011 and continue for at least five years. Moreover, the scientific exploitation of the DES data by the Collaboration will continue beyond the completion of observations with DECam. Given the extended duration of the Dark Energy Survey, the Management Committee recognizes the importance of having guidelines for appointing new members and participants to the Collaboration and for retaining membership in the Collaboration.

The Membership Policy

Scientists who have been admitted to the Collaboration have access to the DES Data and DES Data Products produced by the Collaboration and the opportunity to participate in the Science Working Groups. As noted in the Publication Policy, DES Data and DES Data Products produced by the Collaboration do not include DES Data and DES Data Products that have been published, thereby making them accessible to the public. The phrase “access to DES Data” includes access to DES Data Products produced by the Collaboration and the opportunity to participate in the Science Working Groups in the remainder of this document.

The Policy distinguishes between *members* and *participants*. Typically *members* are senior scientists and *participants* are post-docs or students of a *member*. Typically senior scientists have faculty rank, including tenure track appointments, at a university or are staff scientists at a Laboratory. Senior scientists also include senior research associates. Participants gain access to the DES Data and DES Data Products and the opportunity to participate in the Science Working Groups through their mentors. All *participants* shall have a mentor, who is a *member*, although the participant and the mentor need not be at the same institution. When a postdoc or student and the mentor are at different institutions, it is important that the participant’s institution agree to the arrangement. *External Collaborators* are a third, distinct category in addition to members and participants.

The Policy consists of six sections as follows:

- I. Categories of membership and participation in the Collaboration
- II. Qualifications and procedures for the admission of additional members and participants from Collaborating Institution to the Collaboration
- III. Criteria and procedures for the admission of a Collaborating Institution and its initial complement of Members to the Collaboration
- IV. The Membership Committee
- V. Responsibilities of members and participants
- VI. Amendments

I. Categories of membership and participation in the Collaboration

Members

The members category contains three sub-categories as follows:

- A Member is a senior scientist at a Collaborating Institution.
- An Associate Member is a senior scientist at a non-DES institution.
- A Provisional Member is a senior scientist at a Collaborating Institution who is a candidate for membership.

For the remainder of this document members will refer to all three sub-categories and Members will refer to the specific sub-category.

The *Associate Member* sub-category provides an opportunity to a senior scientist who has contributed one FTE year of effort to the DES Infrastructure Tasks while at a

Collaborating Institution to continue to have access to DES Data and to participate in the activities of the Collaboration after moving to a non-DES institution.

The *Provisional Member* sub-category was created to provide a senior scientist at a Collaborating Institution with an opportunity to participate in the work of the Collaboration prior to applying for Member status. Each Provisional Member is expected to contribute to one or more of the DES projects and join one or more of the Science working groups so that he or she can explore how he or she will contribute to the DES Infrastructure Tasks described in Section II.

Participants

Participants are postdocs or students of members. The sub-categories of participants are:

- Current Postdocs of Members
- Current Postdocs of Associate Members
- Current Postdocs at a DES institution working on a topic not supervised by a faculty there. They will be mentored by a faculty at another DES institution, subject to agreement by the post-doc's home institution.
- Current PhD students or undergraduates of Members
- Current PhD students or undergraduates of Associate Members

For the remainder of this document participants will refer to all of the above sub-categories. A participant who has contributed an FTE year to the DES Infrastructure Tasks, described in Section II A, during the time he or she was a student and postdoc qualifies for *personal access* to the DES data. This status, if granted by the Membership Committee, enables the participant to continue to have access to the DES Data and participate in the DES Collaboration after they are no longer associated with a Collaborating Institution. The "Policy on DES participation for post-docs and students", which is presented in Appendix A, provides additional details on the rights of members and participants when they change institutions.

External Collaborators

This category includes senior scientists from non-DES institutions who can provide the Collaboration with either special expertise or access to resources that would not otherwise be available to the Collaboration, such as access to private telescopes. It may also include participants who move to a non-DES institution before finishing the science projects on which they were working. In either case a Collaborating Institution must sponsor the scientist by an application to the Membership Committee. In the former case the special expertise and resources should be closely coupled to a specific DES infrastructure task. If the Management Committee admits the scientist as an External Collaborator he or she will be granted limited access to DES Data for specific science projects.

Limitations to the number of post docs and students that a member may mentor

The number of Post-docs, PhD students, and undergraduate students mentored by a *Member* will not be restricted. The number of junior people working with an *Associate Member* will normally be limited to a total of 1 Post-doc, 1 PhD student, and 1 undergraduate at any given time. An *Associate Member* may apply to the Management

Committee for an increase in the number of post docs or students in his or her team beyond the normal limit. Favorable consideration of such an application will normally require the Associate Member to provide additional in-kind contributions and/or financial contributions to the DES Projects.

The data rights and the number of post-docs and students that an External Collaborator may bring to his or her particular project shall be defined in the candidate's application after it is accepted by the Management Committee.

Additional categories

Other categories of membership and participation may be created when the Management Committee concludes that they will benefit the DES. Such a category may be added by amending this Policy and the subsequent approval of the amendment by the Management Committee, as described in Section VI.

II. Qualifications and procedures for admitting additional members and participants to the Collaboration at the request of a Collaborating Institution

The Policy distinguishes between the admission of a candidate at the request of a Collaborating Institution and a candidate who may be admitted as part of the initial complement of Members from an institution that has applied for Collaborating Institution status. Section III defines the procedures for the admission of the initial complement of Members from an institution that has applied for Collaborating Institution status. This section defines the procedures for the admission of a candidate at the request of a Collaborating Institution.

A. Qualifications for additional members and External Collaborators

Member

A Candidate for Member will be expected to contribute at least one FTE year to the DES Infrastructure Tasks over a three year period. The one FTE year need not be completed before the candidate is admitted to the Collaboration as a Member. If the candidate enters the Collaboration as a Provisional Member the candidate should demonstrate a commitment to complete their 1 FTE year by contributing three FTE months (over 12 months) to one or more DES Infrastructure Tasks prior to applying for Member status.

Associate Member

A participant or a member who has contributed one FTE year to the DES Infrastructure Tasks has earned personal access to the DES data and may apply for Associate Member status after leaving a Collaborating Institution for a non DES institution. The procedure for transitioning from a participant or a member to an Associate Member is described in the Student and Post Doc policy, which is included as Appendix A.

External Collaborator

Candidates for External Collaborator status have unique skills and resources that they can bring to one or more DES Infrastructure Tasks in a timely way. The DES Projects leaders will have made the case that the skills and resources for those tasks are needed and cannot be provided by the collaboration in a timely way. An External Collaborator is expected to work closely with members and participants on the specific science projects for which the External Collaborator has been granted access to the DES data.

DES Infrastructure Tasks

These tasks fill a need within the DES that has been defined by one of the DES Project Leaders or the Co-Chairs of the Science Committee. Examples of the DES infrastructure tasks on which a candidate will be expected to spend a significant fraction of his or her research time are listed as follows:

- Instrumentation (e.g. designing, building or commissioning DECam and calibration equipment, including the software for DECam and calibration equipment)
- Pipeline software (e.g. the implementation of the observing strategy, image extraction, DESDM work, SN survey software, and science analysis tools that will have broader application within the Collaboration beyond the candidate's science project.)
- Science Working Group (WG) leadership (e.g. active leadership of a WG or a study group as co-coordinator or leading a major, specific study within a WG or study group.)
- Team management (e.g. active participation in the Management Committee, including one of its sub-committees, or on one of the DES Project Office Committees)
- Successful fund raising that supports the work of the DES Infrastructure Tasks beyond the immediate interests of their Collaborating Institution (e.g. successful applications for grants and project funds that enable the design, fabrication and commissioning of equipment and software, including science software that has the potential for wide use within the Collaboration.)

The previous examples are only a subset to which a candidate might contribute.

B. Procedures for admitting members and participants at the request of a Collaborating Institution

A Collaborating Institution may request adding a new member to DES only after consultation with the Project Leaders and one of the Science Committee co-chairs has established the existence of an infrastructure task that needs to be done that the new member could adequately carry out. The initial step is the submission of an application to the Membership Committee as described in the remainder of this subsection. It will be

responsible for evaluating the application and making a recommendation to the Management Committee on whether member status or participant status should be granted as described in Section IV.

Provisional Member

In most circumstances the first step for an individual scientist to become a Member or an Associate Member is the submission of an application for Provisional Member status. The Management Committee Institutional Representative from the Institution sponsoring the Provisional Member will submit the application for Provisional Member status to the Chair of the Membership Committee. The sponsor will outline the candidate's desire to contribute to one or more of the DES Infrastructure Tasks and any relevant qualifications that the applicant has that might benefit DES. A supporting letter(s) from the appropriate DES Project leader(s) and/or one of the Science Committee co-chairs will establish that the candidate has made preliminary contact(s) with the leader(s) of one of the DES Projects and/or one of the WGs. The Chair of the Membership Committee will make a recommendation to the Management Committee on whether to award provisional participation participant status after the Committee has reviewed the application.

Member

After a candidate has contributed at least three FTE months (over 12 months) to the DES Infrastructure Tasks to which he or she agreed to contribute then he or she may apply for Member status by sending an application to the Chair of the Membership Committee stating their interest in DES, their accomplishments as a Provisional Member and how he or she intends to contribute to DES. A supporting letter from the institutional representative from the Candidate's Collaborating Institution describing the accomplishments of the candidate's contributions during her or his Provisional Member Status is required. A participant who has contributed one FTE year of effort to the DES Infrastructure Tasks has earned *personal access*. If such a participant becomes a senior scientist at a Collaborating Institution he or she may apply for membership following this procedure.

Associate Member

There is an expectation that a candidate for Associate Membership will have already made a contribution of one or more FTE of effort to one of the DES Infrastructure Tasks prior to moving to a non-DES Institution. A Collaborating Institution must sponsor the candidate by writing to the Chair of the Membership Committee to state the interest of the candidate in DES, her or his prior contributions to DES Infrastructure Tasks, and the tasks to which he or she intends to contribute to DES in the future. Supporting letters from the appropriate DES Project Leader and one of the co-chairs of the Science Committee that describes the accomplishments of the candidate's prior contributions to the DES Infrastructure Tasks are required. In addition, the candidate must send an application to the Chair of the Membership Committee stating his or her interest in DES, describing his or her contributions to DES to date and the contributions that he or she intends to contribute to DES and the Collaborating Institution with which he or she wishes to be affiliated. The qualifications that a candidate for Associate Member Status must meet who is already a member or participant and who plans to move to a non-DES Institution

are described in greater detail in the ‘Policy on DES participation for post-docs and students’ in appendix A.

Participant

A member will write to the Chair of the Membership Committee to inform the Chair that a post doc or a student working under her or his supervision plans to participate in one or more Collaboration activities. The mentor will describe the activities in which the student or post doc will participate. The mentor will also inform the Chair whether he or she expects the post doc or student to ultimately seek personal access in accordance with the procedures in the Policy for Post Docs and Students. When a participant is about to complete their PhD or their post-doc appointment the participant and their mentor are expected to write to the Chair of the Management Committee to request approval to continue to have access to DES Data in order to complete the work they began while they were student or postdoc.

External Collaborator

A Member must sponsor an External Collaborator by submitting an application to the Chair of the Membership Committee on his or her behalf. The sponsor will describe the particular DES project(s) in which the candidate is interested and the special skills and resources that the candidate will bring to the particular DES project(s) for which the candidate will be given limited access to the DES Data.

III. Criteria and procedures for the admission of a Collaborating Institution and its initial complement of Members to the Collaboration

A. Collaborating Institutions

The Policy defines two types of Collaborating Institutions; a single institution and a consortium. A single institution consists of four or more senior scientists from the same institution who wish to work together on DES. A consortium consists of four or more senior scientists from related institutions who wish to work together on DES. Both types of groups may apply for membership as a Collaborating Institution. The Management Committee treats a Consortium as a single Collaborating Institution. Each Consortium will develop its own bylaws for internal governance and submit them with their application for institutional membership in DES. The bylaws will be subject to approval by the Management Committee.

B. Criteria and Procedures

The Management Committee may admit an institution as a Collaborating Institution and its initial complement of Members only after consideration and acceptance of an application from the candidate institution. The application will describe the interests of the candidate Members in the DES Science Projects, the contributions to the DES Infrastructure Tasks that the candidate Collaborating Institution agrees to provide and the experiences of the candidate Members that are relevant to DES. The infrastructure tasks that candidate Members propose to carry out are expected to be unique contributions that will make a significant and timely difference to DES.

The Management Committee expects the initial complement of Members to make an institutional contribution to the DES Projects and individual contributions to the DES Infrastructure Tasks defined in II A. The institutional contributions may include equipment, engineering and design, software development and in-kind tasks from scientists that are needed to complete the DES Projects. They may also include cash that will enable the timely completion of the DES Projects. The efforts of the scientists who were instrumental in forming the Collaborating Institution and obtaining a significant amount of cash and/or engineering for the DES Projects will be treated as their individual contribution to DES. The Management Committee will recognize the contributions of these founders as significant contributions. Contributions to science projects will not be counted toward the institutional contribution to DES.

The Management Committee approved the institutional contributions from the current Collaborating Institutions and while the contribution of each institution is different a general threshold value of each contribution was set in proportion to the number of scientists from the institution who plan to use the data for science projects. In the past each Collaborating Institutions has typically provided an equivalent value of \$100K per scientist, including the value of the contributions that the senior scientists made to DECam and DESDM through their own efforts. In respect for these past contributions, applications from potential new collaborating institutions should be at or above this threshold. The risk in joining DES and committing resources is now considerably lower than it was when the current Collaborating Institutions joined, so this threshold should be considered a minimum, and the Management Committee may ask new institutions to make a greater contribution.

The Chair of the Management Committee, after receiving authorization from the Management Committee, will negotiate the level of the institutional contribution and individual contributions with the leader of the candidate institution and these will be described in the final application. The Chair of the Management Committee will consult with the Chair of the Membership Committee when the proposed individual contributions are assessed and may request its help in assessing those contributions.

The Management Committee will review the final application and decide whether to accept it. By accepting the application the Management Committee will admit the initial complement of Members. The Chair will attempt to develop a consensus within the Management Committee on its action on such an application. However, when a consensus cannot be reached a two thirds majority of the Management Committee will be sufficient to reach a decision.

IV. The Membership Committee

This Policy establishes the Membership Committee as a standing subcommittee of the Management Committee. Its Chair will be appointed by the Management Committee for a term of three years. The Chair of the Management Committee will call for nominations for

the Chair of the Membership Committee three months prior to the expiration of the outgoing Chair's term. Any Member may nominate another Member for the Chair of the Membership Committee by sending their nomination to the Chair of the Management Committee. The Membership Committee will have six members in addition to the Chair. The term of a member may be up to three years and it may be renewable once, provided at least half of the committee members are replaced after three years. Any Member may nominate another Member for membership on the Membership Committee by sending their nomination to their institutional representative on the Management Committee. The incoming Chair will submit a slate of new members to the Management Committee for its approval.

A. Duties and Responsibilities of the Membership Committee

Formal communications between the Membership Committee and the Management Committee will flow between the Chairs of the Membership Committee and the Management Committee.

The Membership Committee and its Chair will have the following duties:

(i) Consideration of applications for members:

It will evaluate all applications for member status requested by Collaborating Institutions. The Committee Chair will distribute the applications to the Committee and will discuss them with the Institutional Representatives on the Management Committee. The Institutional Representatives will be responsible for discussing the application with their colleagues. The Chair will also consult the co-chairs of the Science Committee and the DES Project Leaders.

Following these consultations, the Membership Committee will review each application for member status and will make a recommendation to the Management Committee on whether to grant the requested status. It will be based on the candidate's actual and proposed contributions to the DES infrastructure tasks and the Committee's expectations that the candidate's proposed contributions will ultimately meet the one FTE year requirement.

The candidate's proposed and actual contributions to DES Infrastructure Tasks will be judged on a combination of several factors, including the expertise and skills of the individual, the need for that expertise in the DES Projects and the Science Working Groups and the overall resources that have already been provided by the candidate's institution. The request for Provisional Members status will be granted on the basis of the proposed contributions and the overall resources that have been already been provided by the candidate's institution.

The Chair of the Membership Committee will send its recommendation on each request for member status to the Management Committee, which will make its decision no later than the next scheduled meeting of the Management Committee. The Chair of the Management Committee will seek a consensus of the

Management Committee on actions on recommendations from the Membership Committee. When this is not possible the Management Committee will take action on the application by a two-thirds majority of the Management Committee. The Management Committee will make the final decision.

(ii) External Collaborator Applications

The Chair of the Membership Committee will discuss each application for External Collaborator status with one of the Science Committee co-chairs and the Membership Committee and then make a recommendation to the Management Committee on whether to grant External Collaborator status on the basis of the sponsor's application and the value of the project to DES. The Management Committee will make its decision on External Collaborator status promptly after the submission of the recommendation to the Management Committee, in order to enable the External Collaborator to contribute to DES in a timely way.

The Chair of the Membership Committee will send its recommendation on each request for External Collaborator Status to the Management Committee, which will make its decision no later than the next scheduled meeting of the Management Committee. The Chair of the Management Committee will seek a consensus of the Management Committee on actions on recommendations from the Membership Committee. When this is not possible the Management Committee will take action on the application by a two-thirds majority of the Management Committee. The Management Committee will make the final decision.

(iii) Requests for Participant Status and the Extension of Participant Status

The Membership Committee will consider all requests for participant status and extensions of participant status that it receives. If there is no objection the request will be granted. In the event of an objection the Committee will review the case and the Chair will send a recommendation to the Management Committee for action. The Chair of the Membership Committee will inform the Management Committee of the admission of participants and the extensions of participant status, for which there were no objections.

(iv) The Biennial Review of members and participants

The Membership Committee will review each member and participant every two years. The Chair will write to each member, participant and External Collaborator to verify that he or she wishes to continue to participate in DES.

The biennial review is for all members who have contributed one FTE year to the DES Infrastructure Tasks. It aims to encourage inactive members to either become more active, or to resign from the collaboration. DES members and participants who have allowed their participation in DES to lapse are eligible to re-apply to join the Collaboration.

The second purpose of the biennial review is to review the contributions of members who have made a commitment to contribute one FTE year to the DES Infrastructure Tasks but have not fulfilled that commitment. The Membership Committee will review the extent to which members and External Collaborators have carried out the commitments that they made to DES infrastructure tasks when they were admitted to the Collaboration.

The third purpose is to review the status of participants since the status of post docs is and students is expected to change on a two year time scale.

The Membership Committee may recommend a change in the status of a member, External Collaborator, or a participant following the biennial review when it deems the change to be appropriate. Prior to making a formal recommendation to the Management Committee the Chair of the Membership Committee will discuss the recommendation with the scientist's institutional representative on the Management Committee. The Committee is expected to pay special attention to the commitments made by Members when they were Provisional Members. When the Committee recommends a change in status of a scientist the recommendation will be reviewed by the Management Committee and it will make the final decision on the status. The Chair of the Membership Committee will provide the Management Committee an updated list of members and participants on a quarterly basis.

B. Implementation of the Biennial Review

To reduce the administrative load created by the biennial review described in (iv), the procedure of approaching all DES members and participants can be done via a website/Wiki, where each individual will simply respond on-line to a few questions.

For example, possible questions are:

- Which working groups have you participated in?
- What contributions have you made over the past two years?
- What contributions are you planning for the coming two years?

To respect confidentiality in sensitive cases the answers will be first read only by the Chair of the Membership Committee, who will forward them to other members of the Membership Committee, the Science Committee and the Management Committee as s/he finds appropriate.

An individual completing the Wiki form is expected to discuss his/her response with the institutional/national representative (as appropriate). The Chair of the Membership Committee will also inform the relevant working group coordinators and the DES project leaders that current members have made a declaration of intent in their Wiki form and ask for comments if a change in status is appropriate.

C. Membership List

The Chair of the Management Committee (i.e. the DES Director) is responsible for keeping and updating the list of all DES members and participants and the list of External Collaborators.

V. Responsibilities and Rights of members and participants

All members, participants, and External Collaborators agree to abide by the Membership Policy, the Publication Policy, and the Principles for the Organization and Management of DES Science Projects. They also accept and agree to the terms of the Dark Energy Survey Memorandum of Understanding of May 1, 2008 as executed by the Parties on May 13, 2008.

Through their contributions to the DES infrastructure tasks members obtain access to the DES data and all collaboration wide research products as soon as they are available, participation in the activities of the Science Working Groups, and participation in all other Collaboration wide activities. In addition, *members* may apply for grants which request funding to support participants that are engaged in DES science projects, subject to the policies of their institution. Moreover, members, including Associate Members and Provisional Members, and participants are eligible for co-authorship of DES publications. However, the right to be an author of a paper is not automatically acquired through membership in the Collaboration it is determined by the rules defined in the Publication Policy. The specific authorship rights of an External Collaborator are defined at the time the scientist is admitted as an External Collaborator as noted in Section I.

For completeness we note that the Publication Policy states that a DES member or participant who has made important or long-term contributions to the project by contributing at least two FTE years of effort to a DES Infrastructure Task may be designated as Builder. Builders will have automatic authorship rights on DES science publications as described in the Publications Policy.

VI. Amendments

This policy may be amended from time to time subject to approval of the DES Management Committee.

Appendix A

Policy on DES participation for post-docs and students

Revised 3 December 2008

Committee members:

Tim McKay, Josh Frieman, Dave Gerdes, Joe Mohr, Chris Stoughton, Jon Thaler

This committee was charged with developing a policy on the participation of students and postdocs in the DES, especially when they leave Collaborating Institutions. The initial meeting was held in late September 2005. The scope of the policy was enlarged to include the change in status of members when they moved from one institution to another. A draft version of this policy was circulated in advance of the May 2006 DES collaboration meeting in Barcelona. Comments were received and included in this final draft. This policy was revised on November 18 to make the language in this appendix consistent with the Membership Policy.

Three basic factors influence this policy:

- The primary goal of this policy is to maximize the technical and scientific success of the DES project. Attracting young scientists to the project and making the best possible use of their intellectual capital is the most important way to accomplish this goal.
- Fostering the scientific and professional success of students and post-docs associated with the project is the way to optimize their contribution to the DES.
- Once DES scientists rise to a level at which they can command institutional resources, they should be asked to commit them in support of the DES.

The policy recognizes that students and post-docs should have the opportunity to continue to participate in the Collaboration after they have completed their PhD or post-doc appointment if they made significant contributions to DES Infrastructure Tasks. By contributing the equivalent of one year of full-time effort to the DES Infrastructure Tasks, which are described in Section II of the Membership Policy, students and post-docs will qualify for *personal access* to DES Data. With the support of their mentors they will be encouraged to apply to the Membership Committee for *personal access* to DES Data. Students and post-docs who have received *personal access* to DES data will have the right to participate in DES science projects of their choice and propose new DES science projects even after they have left their current institution for a non-DES Institution.

Ideally, this policy will both reassure young scientists contributing to the DES that they will appropriately benefit from their contributions and help to make sure the DES project obtains the support it needs to be successful.

The following text defines the criteria that students and post-docs must meet in order to retain access to the DES data when they change positions or institutions.

Retention of access to DES Data for students and postdocs:

Students working at Collaborating Institutions: Students employed by Collaborating institutions can participate in any and all DES science, but do so through their mentors. Student working on DES projects are classified as participants, as defined in Section I of the Membership Policy. Mentors shall be members, as defined in Section I of the Membership Policy, and will be responsible for supervise their students.

- When students complete their PhD and move to non- DES institutions, they will retain access to the DES Data that is being used in projects in which they were participating as students in order to complete those projects. In these cases the student and his or her mentor shall apply to the Membership Committee for an extension to complete their projects. Such students will not have access to DES Data to work on additional projects unless they have been awarded *personal access* to DES Data.
- Students who have completed their PhDs and moved to non-DES institutions may also apply to the Membership Committee for External Collaborator status for the purpose of completing projects she that are beyond the scope of projects that they participated in while they were students.
- When a student completes his or her PhD and joins a Collaborating Institution as post-doc they will be eligible to continue as a participant if their new mentor sponsors them, in accordance with the Membership Policy.

Retention of DES Data Access for Postdocs working at Collaborating institutions:

While employed by a Collaborating institution, postdocs working with mentors who are members of the DES Collaboration will have the same rights to access DES data and to participate in DES analysis projects as their mentors.

- When a post-docs leaves a Collaborating Institution to take another post-doc position at a non-DES Institution he or she may retain access to the DES Data that were being used in the projects in which he or she was participating for the purpose of completing those projects. The post-doc and their mentor will be expected to submit a plan to complete the projects to the Membership Committee for approval, as noted in the Membership Policy. The post-doc will not be allowed to propose or participate in any new DES science projects, unless they have been awarded personal access to DES Data or External Collaborator status.
- When post-docs leave Collaborating Institutions for another postdoctoral position who have earned *personal access* will retain access to DES Data, including participation in DES science projects. These post-docs are not permitted to share DES Data or DES tools with anyone who is not a DES member or participant.

- When a post-doc leaves a Collaborating Institution for a faculty position at a Collaborating Institution he or she may apply for Member status by following the procedures described in Section II B in the Membership Policy.
- When a post-doc leaves a Collaborating Institution for a faculty position at a non-DES institution he or she may apply to join the DES as an Associate Member if they have contributed at least one FTE year to the DES Infrastructure Tasks. In each case the candidate must submit an application as described below.
 - Associate Member: The criteria for Associate Member status are given in Section II B of the Membership Policy. The candidate will be expected to make continued contributions to the DES Infrastructure Tasks at a level negotiated with the Membership Committee. As a rule the Membership Committee will be expected to approve their applications for Associate Members status when they transition to faculty positions. Associate Members may engage up to one undergraduate student, one graduate student, and one postdoctoral researcher in DES projects as described in the Membership Policy.
 - Member: The candidate may gain Member status if his or her new institution applies for institutional membership, meets the criteria described in Section III of the Membership Policy and is subsequently admitted as a Collaborating Institution. The candidate will acquire the rights of Members, including the right to engage undergraduate students, graduate students, and postdoctoral researchers in DES projects. Full institutional membership will require cash or in-kind contributions to the DES Infrastructure Tasks and the level of these contributions will be negotiated with the Management Committee.

Retention of DES Data Access for Faculty and Staff Scientist at Collaborating Institutions:

- A Member leaving a Collaborating Institution for a faculty or equivalent rank position at a non-DES institution will likewise be given the opportunity to retain their status as a member. They can do this in two ways. In each case application to the Management Committee will be required.
 - Associate Member: The criteria for Associate Member status are given in Section II B of the Membership Policy. The candidate will be expected to make continued contributions to the DES Infrastructure Tasks at a level negotiated with the Membership Committee. Associate Members may each engage up to one undergraduate student, one graduate student, and one postdoctoral researcher as described in the Membership Policy.
 - Member: The candidate may gain Member status if his or her new institution applies for institutional membership, meets the criteria described

in Section III of the Membership Policy and is subsequently admitted as a Collaborating Institution. The candidate would acquire the rights of Members, including the right to bring in undergraduate students, graduate students, and postdoctoral researchers. Full institutional membership will require cash or in-kind contributions to the DES Infrastructure Tasks and the level of these contributions will be negotiated with the Management Committee.

This Table outlines the data access available to people undergoing transitions to new positions.

Transition	Work on existing projects	Propose or join new projects	Grant access to undergraduate and graduate students	Grant access to postdoctoral researchers
Student-postdoc	X			
Postdoc-postdoc: Personal rights not granted	X			
Postdoc-postdoc: Personal rights granted	X	X		
Postdoc-Faculty: Associate Member	X	X	X (one of each)	X (one)
Postdoc-Faculty: Member	X	X	X	X
Member – Associate Member	X	X	X (one of each)	X (one)
Faculty institutional member – Faculty institutional member	X	X	X	X

Appendix B

The Membership Policy Committee

The Management Committee appointed the Membership Policy Committee, hereafter the Committee, in December 2007 and charged it to prepare a policy that would define the criteria and procedures for admitting additional members from the Collaborating Institutions to the Collaboration. During its September 23, 2008 Telecon it requested the Chair of the Committee to add a section to the Policy that would provide guidelines for the criteria and procedures for admitting a Collaborating Institution and its initial complement of Members.

The remainder of this preamble contains the Charge from the Management Committee and the Committee Membership.

The Charge to the DES Membership Policy Committee as revised on September 23, 2008

The Membership Policy Committee was charged by the DES Director and the Management Committee to:

- Draft the qualifications and procedures for admitting new members and participants from the Collaborating Institutions.
- Define the level and nature of participation of each category of membership in the DES, from full membership status to participation in a single science project.
- Define the qualifications for each category of membership and participation.
- Define the application processes to gain membership and participant status.
- Draft the Policy so that it is consistent with two previous documents, which define some of the procedures and qualifications for new members and participants:
 - (i) ‘Policy on DES participation for post-docs and students (McKay et al)
 - (ii) ‘Principles for the Organization and Management of DES Science projects’
- Consider the possibility of limited tenure for all DES members and the procedure for renewal.
- Include criteria and procedures for the admission of a Collaborating Institution and its initial complement of members to the Collaboration.

Composition of the Membership Policy Committee:

- Ofer Lahav, Chair (DES-UK and the Science Committee)
- Brenna Flaugher (DECAM Project)
- Joe Mohr (DESDM Project)
- Chris Smith (NOAO Projects)
- David Gerdes (University of Michigan)
- Bhuv Jain (University of Pennsylvania)

- David Weinberg (The Ohio State University)
- Luiz da Costa (DES-Brazil and Observatorio Nacional)
- Eusebio Sanchez (DES-Spain and CIEMAT, Madrid)

Appendix C – Glossary

Associate Member: a senior scientist at a non-DES institution.

Biennial Review: a review initiated every two years by the Chair of the Membership Committee, where each DES member or participant is asked to assess his/her DES work over the past two years and future plans for the next two years.

Builder: a DES member or participant who has made important long-term contributions to the DES Infrastructure Tasks at the level of 2 year FTE. In accordance with the Publications Policy a Builder is entitled to authorship rights on certain DES science publications.

Collaborating Institution: a single institution consisting of four or more senior scientists from the same institution working together on DES and admitted by the Management Committee.

Consortium: a group of four or more senior scientists from related institutions working together on DES and admitted by the Management Committee. Examples of Consortia are DES:Brazil, DES:Spain and DES:UK.

DES Data: DES Data consists of raw data obtained by the Collaboration with the DECam system and DES Data Products created by the Collaboration from data obtained by the Collaboration. In the Membership Policy it also includes participation in the Science Working Groups.

DES Infrastructure Tasks: Tasks that are defined in section II A of the Membership Policy.

External Collaborator: a senior scientist from a non-DES institution who could provide the DES Collaboration with either special expertise or access to resources that would not otherwise be available to the Collaboration. It may also include participants who move to a non-DES institution before finishing the science projects on which they were working.

FTE: Full Time Effort Equivalent

Key Projects: projects involving results associated with the core science goals of the DES, as defined by the Working Groups and the Science Committee.

Management Committee: The Management Committee represents the interests of the Collaboration in all phases of the Survey. It is the highest level element of the Collaboration Organization and it oversees all Collaboration activities, including the DES projects. The Membership of the Committee consists of representatives from the DES Collaborating Institutions and Consortia.

The Chair of the Management Committee: The Chair of the Management Committee is responsible for organizing the Collaboration Management Structure and is the DES Project Director.

Member: a senior scientist at a DES Collaborating Institution.

member: (note lower-case m): a collective term for a Member, an Associate Member, and a Provisional Member.

Membership Policy: this document, which defines the qualification for DES members and participants and the procedures for their admission to the Collaboration.

Participant: a post-doc or a PhD student of a member.

Personal Access to DES Data: members and participants who have contributed one FTE year to the DES Infrastructure Tasks qualify for personal access to DES Data. Personal access continues after a member or a participant moves to another institution.

Provisional Member: a candidate for membership.

Publication Archive: an electronic archive of publications, maintained by the DES Publication Board, that are soon to be or have been submitted for publication, including journal papers, conference proceedings, and conference abstracts.

Publication Policy: a separate document that defines the guidelines for DES publications.

Published Data: Documents in the [DES] Publication Archive.

Science Committee: committee comprising the Working Group coordinators plus the two co-chairs. The Science Committee has overall responsibility for ensuring delivery of DES science and high-level management of science publications.

Science Working Groups: Groups appointed by the Management Committee that are responsible providing a working environment for carrying out DES science under the direction of the Science Committee Co-Chairs. The initial Science Working Groups were created to carry out the Key Projects. The Working Group coordinators play important managerial roles in the scientific publication process.

Study Groups: Groups appointed by the Science Committee to explore research areas that DES might undertake.